

TERMS & DEFINITIONS

Burn - The process in which Cadre permanently makes redactions a part of a document. The FOIA case manager initiates this process, after thorough coordination with all directorates.

Frozen - This is the process in which Cadre locks directorate's redactions so that it can no longer be changed.

OGA - Other Government Agency. Examples are: State, NSC, Army, DOJ, etc.

Response/Reply - The written memo/answer from a directorate to tasking that has been sent out.

ACL - Access Control List. Used to grant directorates and other Cadre users access to specific documents.

Tasking - A request by the case managers to have one or all of the CIA directorates either search for information or review documents.

Open Tasking - A tasking in Cadre that does not have a response already posted to it.

Redaction - The process requiring a valid legal exemption code in which classified information is removed by electronic means, using a line, rectangle, or polygon.

Directorate Decision - An overall decision that the directorate granted in response to a tasking. This decision is reflected in Cadre on the tasking screen and on the hard case file. The directorate will normally list all exemptions used in their memo.

GIF - all documents reviewed, are released in full.

GIP- If some documents reviewed are released in full and others are released in part.

GIP - If some documents reviewed are denied in full and others are released in part.

DIF - all documents reviewed are denied in full.

Document Released Decisions - The decision as determined by the directorate on the releasability of the equities contained in an individual document.

(a) NOTAPP- Not applicable. Usually assigned to correspondence, directorate reply memos, work folder information, or any information that the case manager doesn't want searchable in Cadre.

(b) RIFPUB- Release in Full public, potentially shared to the general public, and FOIA website.

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- (c) RIFLIM - Release in Full, limited dissemination.
- (d) RIFLIMND - Release in Full, limited, no public dissemination.
- (e) RIPPUB - Release in Part Public, potentially shared to the general public, and FOIA website.
- (f) RIPLIM - Release in Part, limited dissemination.
- (g) RIPLIMND - Release in Part public, limited, no dissemination.
- (h) REFER - Refer document to another agency.
- (i) COORD - Coordinate document with another directorate or agency.
- (j) DIF - Denied in Full (not released to anyone).
- (k) GLOMAR - The decision to neither confirm nor deny the existence or non-existence of records. This term is used along with DIF. When the case type = FOIA, must use exemptions (b)(1), and (b)(3) unless otherwise specified. When the case type = PA, must use exemptions (b)(1), (b)(3), (j)(1), and (k)(1), unless otherwise specified.

Case Grant Code - This is the overall, combined release decision of the documents and the directorate's actions.

GIF - all of the documents, responsive to the request, are declassified in full.

GIP - all or any number of the documents, responsive to the request, are partially declassified.

DIF - all of the responsive documents are denied (too sensitive to declassify).

NRA - all of the responsive documents that are found

NRL - after all levels (case manager and directorate) of searching have been exhausted, and no documents have been found.

REFER - all responsive documents originated with another agency.

Case Types

F= FOIA (Freedom of information Act Request)

P= Privacy Act Request

EO= Executive Order Request (mandatory declassification case)

EB= Executive Branch (this is a speed mandatory declassification case)

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(b)(3)

FR= Foreign Relations of the U.S.

(b)(3)

CIA Act

Case Action Types

Searches = This type of request comes from the typical requester. They are asking for documents pertaining to a particular subject, period of time or person.

Coordination = Documents that contain equities belonging to more than one CIA directorate, or a document that originated with the CIA, but has equities belonging to another OGA.

Referral = Documents that were found by one CIA directorate, but were written by or have equities of another directorate. Additionally, documents can be found by a directorate, but were originated by another OGA (we just happen to be distribution).

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